



City of Austin - JOB DESCRIPTION



Aviation Planning Coordinator

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	12120	Salary Grade:	VD6
Approved:		Last Revised:	April 08, 2012

Purpose:

Under general direction implement activities associated with the maintenance, construction, and operational needs of the Austin-Bergstrom International Airport.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assists in the administration of goals and objectives for assigned divisions, airlines, airport tenants, and contractors.
2. Develops procedures associated with the EAM/CMMS (Enterprise asset management/ Computerized Maintenance Management Software).
3. Evaluates programs and tasks to ensure compliance with Federal, State, and local regulations.
4. Develops and conducts ongoing training for Aviation employees as it relates to the EAM/CMMS systems.
5. Works with Aviation divisions, other city departments, airlines, airport tenants, and contractors to schedule, plan, and implement maintenance and repairs to the airport facilities. Coordinates moves with terminal outlying buildings.
6. Coordinates with warehouse personnel to ensure all parts are available for maintenance tasks.
6. Conducts periodic inspections to determine maintenance needs and plans for assets. Collaborates with division managers to coordinate maintenance activities, construction projects, preventative maintenance, and escorts with assigned work groups.
8. Calculates figures and compile data and information for reports, cost estimates, etc.
9. Gathers information, collaborate with appropriate management and staff to develop job plans, and introduce new assets to include in EAM/CMMS programs/systems.
10. Collaborate with OPSEC to coordinate security requirements / escorts related to maintenance and/or construction projects.

Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, training, and guidance to others

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of airport maintenance and operational requirements.

Knowledge of current principals and practices of planning and program implementation.

Knowledge of EAM/CMMS programs.

Knowledge of Federal, State and Local laws.

Knowledge of city practice, policy and procedures.

Knowledge of monitoring contracts and/or vendors.

Skill in using computers and related software.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in planning and organizing.

Skill in data analysis and problem solving.

Ability to facilitate diverse groups, meetings, and discussions.

Ability to lead and train others.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college or university, plus three (3) years of related work experience in a field related to maintenance, construction, project management, facilities coordination, or related field.

Experience may substitute for the education up to the maximum of four (4) years.

Physical Requirements:

Ability to bend, lift, walk, carry or use a force equal to lifting 20 pounds

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.